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22 May 1952

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MEMORANDUM

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT : Weekly Activities Report -- Period 16 - 22 May 1952

I. Completed Projects

1. Project 52-6, "D" Street Pool. By action of the Director of Training announced on 22 May this is a completed project on terms contained in his memo to the Director of Personnel.
2. Project 52-9, Training for Employee Evaluations. On 3 April at the conclusion of a meeting during which the filmstrip "Coaching the Management Team" was presented to [REDACTED] it was decided that specific objectives and requirements for setting up a training program would be developed by [REDACTED] and [REDACTED] prior to any further action by O/TR. On 16 May this office participated in a meeting at which similar conclusions were reached; namely, that the Office of Personnel should draft policy statements and prescribe the doctrine for training in this field and that the Office of Training would develop a suitable means for the conduct of the training program. It was further decided that a determination as to how the training material would be presented, i.e., "live presentation" with charts or a combination of audio visual aids such as filmstrips and records, could be made only after the substance of the course content was fully developed. Representatives from the operating Offices, some of whom were members of the Working Group on Employee Evaluations, affirmed that audio visual aids were not required to present the training program to Agency personnel at overseas installations and that a desk manual would be more suitable for this

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 IN CLASS [REDACTED] CLASS CHANGED TO: IS SECRET. JUST.22  
 NEXT REV DATE 19 MAY 1952 234/14 REVIEWER 16/9 TYPE DOC. 02  
 NO. PGS 4 CANCELLATION DATE [REDACTED] ORG COMPL 11 OPI 11 ORG CLASS 5  
 REV CLASS 5 REV COORD. AUTH: HR 70-3

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purpose. By action of the Director of Training further responsibility for this project has been assigned to the Chief, General Training Division.

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4. Project 52-20, Orientation of Training Liaison Officers. Completed draft and coordination of O/TR proposed regulation on orientation of training liaison officers by O/TR(G).

5. Project 52-22, Chinese Language Project. Memorandum has been sent to the interested Offices outlining a proposal to develop new texts and training materials for training personnel to read Chinese newspapers and periodicals. A meeting to discuss this proposal is scheduled for 28 May 1952.

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7. Project 52-26, O/TR(G) History. Memorandum and proposed TR(G) regulation submitted to DD/TR(G) on 21 May 1952.

8. Project 52-28, Briefing of Training Liaison Officers. Proposed regulation on briefing of training liaison officers completed on 21 May 1952.

## II. Projects in Process

1. Project 51-3, Summer Seminar on Near East. Assisted Support Staff in conducting an administrative briefing of the administrative officers of the Offices that had personnel participating in this project. Set 16 June 1952 as date to present security briefing to all personnel participating in project.

2. Project 51-26, [REDACTED] Furnished additional copies of Staff Study to the AD/IC, who plans to call a general meeting on this project shortly.

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4. Project 52-3, Office of Training Section of CIA History. Revised draft of Training Section of CIA History.

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5. Project 52-4, A Bill for Training Federal Civilian Officers and Employees. Assigned to [REDACTED].

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6. Project 52-5, CIA Employee Improvement. Assigned to Miss [REDACTED]

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7. Project 52-8, National Security Presentations. Assigned to [REDACTED]

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8. Project 52-13, Office of Training Register. Discussed with the Registrar possible procedures to be established for the registration of personnel in Department of Defense schools and colleges. This procedure will be coordinated with Capt. [REDACTED]

9. Project 52-18, Staff Study on Training for New Personnel. Draft of proposed regulation in preparation. Awaiting action by TR(S) in specifying required elements of course content in the combined BOC and Basic Intelligence Course prior to coordination with the operating Offices of the Agency.

### III. Newly Assigned Projects

1. Project 52-24, Personnel Board for TR(G). Memorandum in preparation for DD/TR on 22 May 1952.
2. Project 52-25, Outstanding Language Students. Collecting data and preparing memorandum for Offices concerned regarding further training for students of outstanding ability and performance in the Russian language.
3. Project 52-27, Official Correspondence. Referred covert side to [REDACTED], 20 May 1952, for review and comment.


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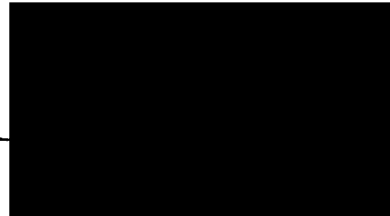
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IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-7, Administrative Training Program.
3. Project 51-9, A National Intelligence Course.
4. Project 51-10, Intermediate Intelligence Course.
5. Project 51-13, Register of Training Activities.
6. Project 51-21, Area and Language Specialists.
7. Project 52-19, CIA Regulation 

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